

Huron County Airport Authority
Tentative Agenda
For Regular Meeting, Monday, November 11, 2019 – 5:00pm

Call Meeting to Order:

Roll Call:

Larry Silcox	_____
Harry Brady	_____
John Colvin	_____

Motion to Excuse:

Public Comments:

Guest:

Approval of Minutes from Regular Meeting: October 14, 2019

Operational and Financial Report October 31, 2019

October 2019 Fuel Sales:

AVGas:	\$	Gallons:	
	4,807.49		1,033.87
Jet A:	\$	Gallons:	
	1,227.10		322.92

As of October 31, 2019

Total Income / Loss

Cash in Bank:	21,048.06
Net Income YTD:	182,602.40
Total Expenses YTD:	<u>287,477.51</u>
Net Income/ Loss YTD:	<u><u>(104,875.11)</u></u>

Airport Income/ Loss

Net Income YTD:	138,463.71
Total Expenses YTD:	<u>128,689.57</u>
Net Income/ Loss YTD:	<u><u>9,774.14</u></u>

Grant Income/ Loss

Net Income YTD:	44,138.69
Total Expenses YTD:	<u>158,787.94</u>
Net Income/ Loss YTD:	<u><u>(114,649.25)</u></u>

Approval of October 31, 2019 Financials

Approval to Pay Invoices: \$ 4,305.21

Old Business:

\$50.00 long term tie down fee

Consultant Report

New Business:

Date of next meeting: December 09, 2019 @ 5:00 pm

September 09, 2019 Meeting Minutes

Call to Order:

Present: Larry Silcox, Harry Brady, John Colvin

Guest:

Roger Miller

Public:

Agreement to install light on Dan LeClair hangar
Gravel at maintenance hangar
Thank you to Mary & Marcus Holtz for clean-up

Minutes:

Harry Brady moved to accept with correction of Jet A Sale from \$75.08 to \$750.08. John Colvin seconded. Motion Passed.

September 2019 Fuel Sales:

AVGas:	\$	Gallons:	
	7,147.59		1,537.12
Jet A:	\$	Gallons:	
	750.08		197.39

Corrected 10/14/2019

Financials and Invoices:

John Colvin moved to approve Financials and Invoices. Larry Silcox seconded. Motion Passed.

Old Business:

Septic System being repaired
Underground tanks approved w/containment. Containment being taken care of

Consultant Report:

2020 Planning meeting – November 19, 2019 at 1:30 teleconference
ODOT Grant 5% match application needs signature. Approved at last meeting
Review and approve quarterly reports for submission to FAA
Review and approve NTP for Erie Blacktop for Apron Rehab Phase 2
Harry Brady move to approve quarterly reports and Erie Blacktop. John Colvin seconded. Motion Passed.

New Business:

Letter from McDonald Hopkins in reference to location of fuel tanker. Commissioners passed to HCAA board. Larry Silcox has called FAA. Norwalk Fire Department needs documentation. Tanker is purged and flushed. Harry Brady is not in favor of having fuel tanker parked on airport property, asked to have legal advice. Need to check with Ohio EPA about above ground storage tanks. Not approved at this time. Next board meeting what are the liabilities for any damages.

2 planes on Strub Road. Glider container as all gliders going to Wakeman
Harry Brady asked for long term tie down of \$50.00 monthly. Vote at next meeting
Continue with Marett for snow removal but not less than 2" Harry Brady to contact
Have 2 bow hunters with permits
Approve fence at property line
Need to seal hangar floor
Inspection of roofs / have 4- 5-gallon roof coating
Need to winterize water in commercial hangar. John Beck to complete

Adjourned:

John Colvin moved to adjourn. Harry Brady seconded.

Larry Silcox, President

Linda Vaughn, Secretary/Treasurer

Huron County Airport Authority
Balance Sheet
As of October 31, 2019

2:02 PM

11/05/2019

Cash Basis

Oct 31, 19

ASSETS

Current Assets

Checking/Savings

Civista 23825 21,048.06

Prepaid Debit Card 200.00

Total Checking/Savings 21,248.06

Accounts Receivable

Accounts Receivable -1,116.50

Total Accounts Receivable -1,116.50

Total Current Assets 20,131.56

Fixed Assets

Equipment 26,766.20

Total Fixed Assets 26,766.20

TOTAL ASSETS 46,897.76

LIABILITIES & EQUITY

Equity

Opening Balance Equity 40,822.82

Retained Earnings 110,950.05

Net Income -104,875.11

Total Equity 46,897.76

TOTAL LIABILITIES & EQUITY 46,897.76

Huron County Airport Authority
Total Profit & Loss YTD
January through October 2019

2:03 PM

11/05/2019

Cash Basis

Jan - Oct 19

Ordinary Income/Expense

Income

Airport Closure 10,000.00

Commercial Office Rent 7,200.00

FAA Grant 33,653.00

Fuel Sales 70,661.48

Hangar Rent 43,252.71

Legal Reimbursement 3,756.65

ODOT Grant 10,485.69

Overnight Fees 190.00

Public Records Request Income 45.25

Utilities Reimbursement 3,357.62

Total Income 182,602.40

Expense

Attorney Fees 2,600.00

Bank Service Charges	50.00
Cleaning / Sump	2,250.00
Credit Card Processing	1,698.76
FAA Grant Expense	158,787.94
Fuel Purchased	
100 AVGas	22,055.01
Diesel Fuel	353.40
Jet-A	<u>36,889.93</u>
Total Fuel Purchased	59,298.34
Insurance Expense	2,366.00
Maintenance	1,719.45
Membership	180.00
Mowing	7,750.00
Office Expense	
Computer Expense	1,091.98
Office Supplies	785.82
Postage	<u>203.30</u>
Total Office Expense	2,081.10
Ohio EPA Reporting	4,359.70
Permits	1,250.00
Propane	1,929.74
Property Taxes	6,196.70
Public Records Request Expense	791.68
Repairs and Maintenance	8,836.90
Sales Tax	
Sales Tax Discount	-37.65
Sales Tax - Other	<u>4,802.14</u>
Total Sales Tax	4,764.49
Secretary / Treasurer	2,409.00
Service Agreements	2,475.00
Snow Removal	1,272.50
Supplies	903.03
Travel Expenses	606.17
Utilities	
Electric	8,040.92
Telephone Expense	1,438.11
Water	<u>3,146.58</u>
Total Utilities	12,625.61
Website Expense	<u>275.40</u>
Total Expense	<u>287,477.51</u>
Net Ordinary Income	<u>-104,875.11</u>
Net Income	<u><u>-104,875.11</u></u>

Huron County Airport Authority

Airport Profit & Loss YTD

January through October 2019

11/05/2019

Cash Basis

Jan - Oct 19

Ordinary Income/Expense

Income

Airport Closure	10,000.00
Commercial Office Rent	7,200.00
Fuel Sales	70,661.48
Hangar Rent	43,252.71
Legal Reimbursement	3,756.65
Overnight Fees	190.00
Public Records Request Income	45.25
Utilities Reimbursement	<u>3,357.62</u>

Total Income 138,463.71

Expense

Attorney Fees	2,600.00
Bank Service Charges	50.00
Cleaning / Sump	2,250.00
Credit Card Processing	1,698.76
Fuel Purchased	
100 AVGas	22,055.01
Diesel Fuel	353.40
Jet-A	<u>36,889.93</u>

Total Fuel Purchased 59,298.34

Insurance Expense 2,366.00

Maintenance 1,719.45

Membership 180.00

Mowing 7,750.00

Office Expense

Computer Expense	1,091.98
Office Supplies	785.82
Postage	<u>203.30</u>

Total Office Expense 2,081.10

Ohio EPA Reporting 4,359.70

Permits 1,250.00

Propane 1,929.74

Property Taxes 6,196.70

Public Records Request Expense 791.68

Repairs and Maintenance 8,836.90

Sales Tax

Sales Tax Discount	-37.65
Sales Tax - Other	<u>4,802.14</u>

Total Sales Tax 4,764.49

Secretary / Treasurer 2,409.00

Service Agreements 2,475.00

Snow Removal 1,272.50

Supplies 903.03

Travel Expenses	606.17
Utilities	
Electric	8,040.92
Telephone Expense	1,438.11
Water	<u>3,146.58</u>
Total Utilities	12,625.61
Website Expense	<u>275.40</u>
Total Expense	<u>128,689.57</u>
Net Ordinary Income	<u>9,774.14</u>
Net Income	<u><u>9,774.14</u></u>

Huron County Airport Authority
Grants Profit & Loss YTD
January through October 2019

2:06 PM

11/05/2019

Cash Basis

Jan - Oct 19

Ordinary Income/Expense	
Income	
FAA Grant	33,653.00
ODOT Grant	<u>10,485.69</u>
Total Income	44,138.69
Expense	
FAA Grant Expense	<u>158,787.94</u>
Total Expense	<u>158,787.94</u>
Net Ordinary Income	<u>-114,649.25</u>
Net Income	<u><u>-114,649.25</u></u>
2018 Income	<u>84,973.15</u>
Total Grant Lose 2018 – 10/31/2019	<u><u>(29,676.10)</u></u>

Huron County Airport Authority

Invoice Approval

Date: 11/9/2019

For Meeting on: 11/11/2019

Company	Date	Amount	Purchase	
Albrecht, Bill	11/1/2019	400.00	EPA Reporting - 2019 October	
Beck Aviation	11/1/2019	151.25	Maintenance - 2019 October	
Effective Web	11/6/2019	30.00	Help fix website	
Frontier Communications	10/23/2019	151.66	Service 10/28/2019 - 11/27/2019	EFT
Holtz, Mary	11/1/2019	250.00	Cleaning / Sumping - 2019 October	
Holtz, Mary	11/1/2019	1,350.00	Mowing - 2019 October	
Holtz, Mary	11/1/2019	11.00	Supplies	
Laser Images	10/28/2019	27.00	Envelopes	
Northern Ohio Rural Water	10/28/2019	79.25	Service 09/13/2019 - 10/15/2019	
Ohio Business Gateway	11/3/2019	434.23	2019 October Sales Tax	EFT
Ohio Edison	10/30/2019	584.74	2019 October Service	EFT
QTPod	11/15/2019	581.08	M4000 / Monthly Payment	EFT
Vaughn, Linda	11/1/2019	200.00	2019 October	
Vaughn, Linda	11/1/2019	55.00	PRR #47	

4,305.21